



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:

[Signature]
VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Date: November 09, 2023

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (HRMO III)	NITB-ADOF5-5-2004	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Humar Resource Management Office
2	Planning Officer III	NITB-PLO3-7-2005	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Planning Unit
3	Internal Auditor III	NITB-IAUD3-9-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Internal Audit Unit
4	Project Development Officer III	NITB-PDO3-11-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Project Management Unit
5	Information Officer II	NITB-INFO2-21-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Information Unit

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 19, 2023.

- Fully Accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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6	Planning Officer II	NITB-PLO2-13-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Planning Unit
7	Administrative Officer IV	NITB-ADOF4-19-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		General Services Unit
8	Administrative Officer IV (HRMO II)	NITB-ADOF4-21-2023	15	36,619.00	Bachelor's degree relevant to the job	8 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Human Resource Management Office
9	Legal Assistant III	NITB-LEA3-15-2023	14	33,843.00	Bachelor of Science in Legal Management, AB Paralegal Studies, LAW, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional) Second Level Eligibility		Legal Unit
10	Legal Assistant II	NITB-LEA2-14-2023	12	29,165.00	Bachelor of Science in Legal Management, AB Paralegal studies, LAW, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	none required	Career Service (Professional) Second Level Eligibility		Legal Unit

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11	Information Systems Analyst I	NITB-INFOSA1-23-2023	12	29,165.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Information and Communication Technology Unit
12	Information Officer I	NITB-INFO1-20-2023	11	27,000.00	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility		Information Unit
13	Internal Auditor I	NITB-IAUD1-16-2023	11	27,000.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Internal Audit Unit
14	Project Development Officer I	NITB-PDO1-9-2023	11	27,000.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Project Management Unit
15	Planning Officer I	NITB-PL01-12-2023	11	27,000.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Planning Unit

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16	Administrative Officer III (Records Officer II)	NITB-ADOF3-20-2023	14	33,843.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Records Unit
17	Administrative Officer II	NITB-ADOF2-15-2023	11	27,000.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Quality Assurance Office
18	Administrative Officer II	NITB-ADOF2-16-2023	11	27,000.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Accounting Unit
19	Administrative Officer II (Budget Officer I)	NITB-ADOF2-17-2023	11	27,000.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Budget Unit
20	Administrative Officer I (Cashier I)	NITB-ADOF1-22-2023	10	23,176.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Cash Unit

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21	Administrative Officer I	NITB-ADOF1-21-2023	10	23,176.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Procurement Unit
22	Administrative Assistant II (Budgeting Assistant)	NITB-ADAS2-16-2023	8	19,744.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	Career Service (SubProfessional) First Level Eligibility		Budget Unit
23	Administrative Assistant II (HRM Assistant I)	NITB-ADAS2-14-2023	8	19,744.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	Career Service (SubProfessional) First Level Eligibility		Human Resource Management Office
24	Administrative Aide VI (Clerk III)	NITB-ADA6-13-2023	6	17,553.00	Completion of 2 years studies in College	none required	none required	Career SubProfessional First Level Eligibility		Legal Unit
25	Administrative Aide VI (Clerk III)	NITB-ADA6-14-2023	6	17,553.00	Completion of 2 years studies in College	none required	none required	Career SubProfessional First Level Eligibility		Planning Unit

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26	Administrative Aide VI (Clerk III)	NITB-ADA6-15-2023	6	17,553.00	Completion of 2 years studies in College	none required	none required	Career SubProfessional First Level Eligibility		Project Management Unit
27	Administrative Aide VI (Clerk III)	NITB-ADA6-23-2023	6	17,553.00	Completion of 2 years studies in College	none required	none required	Career SubProfessional First Level Eligibility		Accounting Unit
28	Administrative Aide VI (Clerk III)	NITB-ADA6-24-2023	6	17,553.00	Completion of 2 years studies in College	none required	none required	Career SubProfessional First Level Eligibility		Budget Unit

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